
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 504.02	Page 1 of 6
	Effective Date: June 15, 2003	
	Distribution: B	
	Supersedes: 504.02 (8/15/00)	
<p>Approved by: </p>		
Subject: INMATE PERSONAL PROPERTY ACCOUNTING SYSTEM		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606.
- II. PURPOSE: To establish a uniform system of accounting for all inmate personal property.
- III. APPLICATION: To all institutional employees, employees of privately managed institutions, and inmates.
- IV. DEFINITIONS: None.
- V. POLICY: The Tennessee Department of Correction (TDOC) shall have a standardized accounting system to maintain control of inmates' personal property.
- VI. PROCEDURES:

A. Forms

1. Personal Property Inventory - TOMIS Conversation LIBN and INFOPAC Report BI01MFF:

Each item of an inmate's personal property (excluding clothing items) considered "non-consumable", i.e., cassettes, compact discs (CDs), watches and other jewelry, appliances of all types, etc., which have restrictions as to number allowed by the commissioner's personal property list (See Policy #504.01.), shall be listed on TOMIS conversation LIBN. This listing shall include the brand name, serial number, and a brief description, including the condition, of the property. INFOPAC report BI01MFF, Offender Property List, shall be requested through TOMIS conversation LSWB and used to obtain the signature of the inmate acknowledging receipt of the property. If time constraints do not allow this procedure to be accomplished, TOMIS conversation LIBN shall be completed and screen-printed for the inmate's signature.

2. Personal Property Storage Request Form (CR-1412)

- a. When an inmate is in possession of or receives personal property which is not permitted, all items shall be stored in the institution's property room and listed on CR-1412. Items to be stored shall be described as clearly as possible. Information regarding the property storage status shall be entered on TOMIS conversation LIBN.

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- b. The inmate should be asked to read and sign CR-1412. In the event an inmate is unwilling or unavailable to sign, CR-1412 will be witnessed by an employee. When possible, a completed copy of CR-1412 will be given to the inmate. If the inmate is not available, a copy will be placed in the personal property folder.
- c. Absent written authorization by the warden, the inmate's personal property shall be disposed of after thirty (30) days. INFOPAC report BI01MFD, 30 Day Stored Property, is available on the first day of each month and may be checked to assist in this process.
 - (1) An employee shall check the inmate's current status to determine if disposal is warranted.
 - (2) If the inmate is out to court, hospital, DeBerry Special Needs Facility Health Center, psychological program, furlough status, or in the event of an inmate's death, the thirty (30) day storage period may be extended an additional thirty (30) days as authorized by the warden. After this period of time, the warden can extend storage for an additional thirty (30) day period of time on a case-by-case basis. Each thirty (30) day period of time must be documented, in writing, and placed in the property file.
 - (3) When items of inmate personal property are picked up by visitors, mailed out, or donated to a charitable organization, CR-1412 will be completed by having the visitor or the organization representative sign for the receipt of the items. TOMIS conversation LIBN shall be modified to indicate disposition of the items. INFOPAC report BI01MFH, Property Donations, is available on the first day of each month to assist in tracking donated items.

3. Property Tags, CR-1413

Each item of personal property placed in the property room shall be stored in a sealed box or plastic bag, unless the size of the item precludes this. A Property Tag, CR-1413, shall be attached to each box, bag, or oversized item.

4. Personal Property Clearance, CR-1416

Each inmate shall complete this form upon release. If the inmate refuses to sign this form, that fact shall be noted. Upon release or transfer, this form shall be placed in the inmate's institutional record.

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B. Transfer of Inmates Between Institutions

1. Except as provided in Sections VI.(B)(1) and (4), when a transfer is made between institutions, all personal property shall be transferred with the inmate. Where emergency circumstances require immediate transfer, the property shall be transferred within five (5) working days. Inmates who are transferred temporarily for medical reasons, court appearances, psychological evaluations, etc., shall have only their clothing, jewelry, personal hygiene articles, and legal materials (if the inmate chooses) transferred with them, and when returning from these temporary transfers shall have only these items. Items such as currency, televisions, radios, etc., in the possession of the inmate upon return to the original sending institution shall not be accepted when the inmate returns from such transfers and shall be considered as contraband. These items shall be disposed of as per Policy #506.15.
2. All inmates transferring either permanently or temporarily shall be provided with a property transportation bag with the institution's acronym and number, i.e., TCIP - #1, etc. The bag identification shall be entered beside the inmate's name on the Transportation System Prisoner's Pass, CR-1937. All inmate property, excluding only those items listed in Policy #504.01, must be placed inside the transportation bag. Excess property shall be handled in accordance with Section VI.(B)(4) of this policy. Each institution will maintain the assigned number of bags. All institutional wardens and central transportation shall ensure that property bags are returned to the sending institution on the next bus departing for that destination.
3. At the time of transfer, the inmate's personal property shall be checked at the receiving institution against the LIBO (Offender Property Arrival) screen. If any property is missing, the fact shall be noted on a screen print of TOMIS conversation LIBO, signed by the inmate, and an investigation initiated in an attempt to locate the missing property. Documentation of efforts taken to locate missing property shall be maintained in the inmate's property file. All property forms, with the exception of CR-1412 and CR-1413, shall be transferred with the inmate as part of the institutional file and kept on record in the property room at the receiving institution.
4. Inmates with items already in storage at the sending facility, or in possession of more property than provided for in Policy #504.01 at the time of transfer, will make arrangements at that time for disposition of the stored/excess property by the sending institution, and TOMIS conversation LIBN will be updated accordingly.

C. Storage of Personal Property

1. Each institution shall establish a separate room(s) for the storage of inmate property or a "caged" area of a room with access restricted to staff only. Inmates are not allowed in this area.
2. All inmate property to be stored shall be kept in this area. Any inmate clothing stored in the area will be cleaned and, if necessary, disinfected prior to storage.

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3. The property room shall be designated as a restricted area. Employees who enter the property room shall sign in and out and state the reason for their visit.
4. Each warden shall establish an institutional policy that outlines hours for the operation of the property room and procedures for receiving and delivering property. The procedures shall specifically provide a means for receiving and storing property when the property room is not otherwise open.
5. On a quarterly basis, the property room shall be inventoried by the warden's designee and property room officer to determine proper accountability for all items stored. In March of each year, the inventory will be taken by the staff member responsible for the institutional fiscal operations or designee, and will take the place of that period's quarterly inventory.

D. Property of Inmates on Escape

Property shall be held for no more than 30 days, unless it is related to a continued law enforcement investigation. The inmate's family or other designee will be notified to make arrangements to retrieve the inmate's personal property, or the property will be disposed of at the end of the authorized storage period. TOMIS conversation LIBN will be modified accordingly.

E. Property of Deceased Inmates

Personal property of inmates who have died will be inventoried and stored by the property officer as described in Section VI.(C). The inmate's family or other designee will be contacted to retrieve the inmate's personal property. A signed, itemized receipt (signature of receiving family member on inventory form will suffice) shall be obtained, witnessed by the releasing staff member, and dated prior to relinquishing a deceased inmate's property. TOMIS conversation LIBN will be updated accordingly.

F. Disposal of Unidentified Property

If ownership of property found cannot be established, disposal of the property shall occur as if the property belonged to the institution.

G. Record Keeping Procedures for Personal Property Accounting Forms

1. Local procedures for the filing of CR-1412 and CR-1413 shall be established by the warden. They shall either be filed by inmate TDOC number or in alphabetical order. They must be retained by the sending institution for a period of at least two (2) years.
2. CR-1416 shall be filed in the released inmate's institutional record.

VII. ACA STANDARDS: 3-4157, 3-4279 through 3-4281, 3-4320.

VIII. EXPIRATION DATE: June 15, 2006.



TENNESSEE DEPARTMENT OF CORRECTION PERSONAL PROPERTY STORAGE REQUEST

INMATE NAME: _____

INMATE NUMBER: _____

DATE: _____

List all unauthorized property which the inmate is not permitted to have in his/her possession at this time.

QTY	ITEM	DESCRIPTION	DATE RETURNED	INMATE SIGNATURE	REQUEST MAILING	REQUEST PICK-UP

These unauthorized items have been removed from the inmate because she/he:

_____ Is in treatment program _____ Is in segregation _____ Is on escape _____ Other: _____

I, Inmate _____, Number _____, fully understand that the above item(s) will be stored for thirty (30) days, and during this time I will make arrangements to either mail the item(s) home or will have them picked up on visiting days. I fully understand that if I fail to dispose of said item(s) within thirty (30) days that the Warden has my consent to dispose of them as he/she sees fit.

Received By: _____

(Signature)

Address: _____

Staff _____

(Signature)

*Witness _____

(Signature)

*Note: Witness signature not necessary if inmate signs.



TENNESSEE DEPARTMENT
OF CORRECTION
PROPERTY TAG

INMATE'S NAME:

INMATE'S NUMBER:

DATE OF STORAGE:

STAFF SIGNATURE:

ITEMS

CR-1413 (Rev. 5-01)



TENNESSEE DEPARTMENT OF CORRECTION PERSONAL PROPERTY CLEARANCE

I, _____, _____
(Inmate Name – Please Print) Inmate Number

do hereby verify that upon departing from the Department of Correction of this date, _____



I do have in my possession or have disposed of all my personal effects. I fully understand that the officials of the Department of Correction are no longer responsible for any of my personal effects. I hereby authorize the Department to dispose of any of my personal property that may be held by the Department.

Inmate Signature

Staff Signature

☐ Refused to Sign

Reason: _____

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	Effective Date: September 15, 2004	
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Subject: COMMUNICABLE DISEASES		



POLICY CHANGE NOTICE 04-63

INSTRUCTIONS:

Please add to Section IV, subsection (G) to read as follows:

- “G. Tennessee Department of Health Notifiable Disease Report (PH-1600): Form used by all Tennessee physicians, hospitals, laboratories and other health care providers as required by law (T.C.A. 68-10-101) to report the occurrence of the diseases and conditions listed on the back of the form and submitted to the county health department.”

Please add the attached pages 9 and 10 and renumber all policy pages accordingly.

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POLICY CHANGE NOTICE 03-28

INSTRUCTIONS:

Change VI. (A) (3) to read as follows:

- “3. Each item of personal property placed in the property room shall be stored in a sealed box, plastic or mesh drawstring bag (laundry bag, unless the size of the item precludes this). A Property Tag (CR-1413) shall be attached to each box, bag, or oversized item.”